

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: January 18, 2006

Time: 10:00 A.M. to 3:00 P. M.

Location: DOC Training Academy, Rooms 1-A

AGENDA TOPICS:	PERSON RESPONSIBLE:
<ul style="list-style-type: none">• Call meeting to order• Pledge of allegiance• Introduction of Commission• Introduction of staff• Introduction of attendees• Public comments• Review certification policy• Adjust career development program to reflect the staff comments	<p>Micki Knowles Attendees Commissioners Staff Attendees Micki Knowles Chris Egbert Commissioners</p>

OUTCOME:

If this were a successful meeting it would result in ... (what?) complete revision to the CO-I Career Development Program.

KEY POINTS:

Commissioner Micki Knowles opened the meeting at 10:00 a.m. Commissioners in attendance were Bob Davis, Walter Foster, David Topash, Danny Patterson and Sam Shipman. Public attendees were Royce Hudson with the Department of Corrections Training Academy. Planning Section staffs in attendance were Chris Egbert and Peggy Huddleston.

PUBLIC COMMENTS

No public comments

REVIEW CERTIFICATION POLICY

The Commission reviewed the Custody Staff Certification policy that was developed at the last meeting.

D2-12/9 Custody Staff Certification

PURPOSE: *This procedure establishes guidelines for implementing the certification process of Corrections Officers I, II, III and Corrections Supervisor I. This is a voluntary program however; meeting the certification requirements is a pre-requisite to participate in the DOC CO-I Career Development Program.*

A. Authority: 217.040,

B. Applicability: All custody employees, as defined within this procedure.

Employees hired before _____ will be issued a CO-I “Certified-Exempt” certificate.

Employees hired before _____ may voluntarily apply for a non-exempt “Certification” certificate.

Employees holding non-exempt Certification status may participate in any future departmental sponsored Career Development Program.

Employees hired after _____ will have to meet and maintain a non-exempt Certification status to maintain their employment.

II. Definitions:

A. Chief Administrative Officer

B. Custody Employee: for the purposes of this procedure, a

Corrections Officer I,
Corrections Officer II
Corrections Officer III, and
Corrections Supervisor I

C. High school diploma or its equivalent: *shall include any of the following:*

1. A high school diploma from an attendance-based accredited high school;
2. A General Education Diploma (GED);
3. Valid admission by an accredited college or university or substantial evidence of

eligibility

for admission by an accredited college or university;

4. Valid home schooling to a level equivalent to graduation from high school ; or
5. Passage of the United States Military Armed Services Vocational Aptitude Battery

Exam.

In addition to passing the exam, the applicant must obtain a score on the exam that would

qualify her/him for a position as a corrections officer.

D. Certified-Exempt: Describes employees hired before_____. If an officer decides to change their “Certified-Exempt” status to a non-exempt “Certified” status, the officer must then meet the “Certified” status requirements and cannot revert back to Certified-Exempt status.

III. Procedures:

(A) Certification Requirements: Any custody employee who wishes to be certified must be:

1. be 21 years of age or older;
2. be a United States citizen;
3. possess a valid high school diploma or its equivalent;
4. possess and maintain a valid driver’s license;
5. have passed the department’s basic training course for Corrections Officer I;
6. meet core training requirements; and
7. meet or exceed the current entry-level physical fitness requirements.

(B) Application for Certification:

1. Any custody employee may apply for certification at any time after they are eligible by completing the Application for Certification form (Attachment A).

a. The employee will submit the application to the Chief of Custody of the work location along with a copy of any documentation required to prove she/he has met the eligibility requirements..

b. The Chief of Custody will review the application to ensure all requirements have been met.

c. The Chief of Custody will return those applications which do not provide the necessary documentation, advising the employee of the documentation required or the reason the employee is not eligible for certification.

d. The Chief of Custody will submit the applications which do meet the eligibility requirements to the chief administrative officer/designee.

2. The chief administrative officer/designee shall examine the qualifications of each applicant and determine whether the applicant has met all requirements.

3. The chief administrative officer/designee may investigate or request additional information from the applicant.

a. The chief administrative officer will submit the application to the director/designee along with any comments regarding the applicant.

4. The director shall grant the appropriate certification or deny the applicant's request to be certified.

a. If granted, the director will sign a Corrections Officer Certification (Attachment B) and send the certificate to the officer.

(A) A copy will be sent to the official personnel file.

5. Any certification issued as a result of fraud, misrepresentation or mistake, to a person not qualified to receive such certification, shall be subject to recall and the employee may be subject to disciplinary action.

a. The Director/designee shall notify the applicant in writing of the reasons for such action and of the right to appeal via D2-10.11 Employee/Management Grievance.

(C) Recertification:

1. Certified custody employees who leave the department, may return within one year and regain their previous certification. Exception: If an officer is the holder of a "Certified-Exempt" certification and the officer resigns DOC, but returns within one year, they will be required to meet the standards of certification. Once the officer resigns they lose the "Certified-Exempt" status.

2. Certified custody employees who leave the department and return after one year must follow re-employment criteria and must reapply for certification under the certification requirements at the time of reemployment.

3. Certified officer will be required to meet the certification requirements every three years following their initial date of certification.

The Commission reviewed the policy and agreed with the content.

ADJUST CAREER DEVELOPMENT PROGRAM TO REFLECT THE STAFF COMMENTS

The Commissioners reviewed the Career Development Program and made adjustments to reflect the comments received from staff.

Advancement

1. The list of advancement requirements (page 3) sound good, until you look at the detailed explanation of each. **Not enough information**
2. I'm not sure Corrections or like experience should not be counted. Our Office of Administration counts correctional experience from other agencies as qualifying for promotional registers. **No change is recommended**
3. Sick, injured and extended period of time need to be defined. **Remove paragraph 6, page 5**
4. Page 4 – The first sentence makes reference to “other promotional systems”, question: is this actually a promotion when officers advance thru the stages, or does it denote experience level? At level CD III and CD IV under the current pay structure these COIs would be making more than COIIs, is that going to be addressed by advancing the present COIIs in salary. **Remove first part of sentence, “Unlike other promotional systems, however”.**

CERTIFICATION

5. Certification is a mandate for each progression level, but no clear definition. **Added pursuant to policy D2-12.9**

PROFESSIONAL INVOLVEMENT

6. Professional involvement varies from high skill level activities such as emergency squad and field training officer to personnel club activities.
At most sites every employee is a part of the personnel club so this involvement will be easy to document. **Officer added to personnel club**
7. Career Development Review Board needs to be defined. Who? What? When? Where? Why? & How? **Should be done prior to the initial application.**
8. C- Star – should it continue? **Until this changes, C-Star remains**
9. Adjunct Trainer (Firearms, First Aid, Self-Defense, Core, etc) Include armed transportation adjunct trainers. **Put the word “all” in front of adjunct trainer.**

10. Hostage Negotiator – Criteria above stated area needed to be practiced. Perhaps clarification is needed to ensure that someone like a negotiator is counted even though they have not negotiated a situation. **Page 5 adjusted.**
11. Page 6 – Why is credit only being provided for officers serving on MOCO's Executive Board? Why not School Boards, Kiwanis, Rotary Club, etc? Have we asked the Labor Board for their input on weighing participation on a union sponsored Executive Board? I understand it falls under the category of "Professional Involvement" but I am concerned over crediting and weighing union activity. (Did anyone approach Governor Blunt's office for their input on weighing union activities?) **Left as is**
12. Page 7 – I would recommend there be a component for the category of "Professional Achievement". This would enhance the degree of professionalism in our custody ranks. **NO**

COMMUNITY INVOLVEMENT

13. Community involvement is very broad and sets no expectations. Does one hour of volunteer service count the same as 40 hours? **Yes**
14. Latitude in work schedules needs to be defined. Also, proper documentation needs to be defined. **Adjustments made**

PROFESSIONAL TRAINING

15. Training is allowed from any source. This will be hard to evaluate. **Made clearer**
16. The Professional Education requirement in CDI for 20 hours of training above the 40 hours DOC annual core-training requirement will likely increase the demand for additional training. The department should plan accordingly. **OK**
17. These training areas lack definition. These broad statements leave too much to interpretation. **See #15**

FORMAL EDUCATION

18. What about non-attendance based degrees from an accredited college? **Only applies to non-accredited colleges.**
19. Granted a grade of D is nothing to be proud of but the student passed the course in accordance with their professor's and college's minimum proficiency level for the course to accredit their hours. **No change**
20. Page 8 – I would recommend the requirement for professional education be required in CD II, III, and IV, it disappears after CDI. **No change**

CAREER DEVELOPMENT LEVELS AND REQUIREMENTS

CDI

21. If they have to be certified to get the certification card how can having a certification card be a minimum requirement? **Not an issue**
22. Years of Service with DOC – Minimum of 2 years with the Missouri DOC - I still suggest other experience may be of crediting value. **No, DOC issue**
23. Higher education – In what field? Criminal Justice, Sociology, Psychology. **Any**
24. Professional Education – the 20 hours should be in-service training. **Any department approved training**
25. Physical fitness – this would entail a test to demonstrate proficiency. How will this be done? Provided by who? It will have to have safeguards to ensure credibility. **Job Task Analysis Team will answer this question.**

CD II, CD III, CD IV & CD V

26. Certified – Holder of a valid Missouri DOC Corrections Officer Certification – Other experience? **No-just certified**
27. Higher Education – Total of 6 hours of college credit – What field? **Any**
28. Professional Achievement – 1 activity – Current or past involvement? Duration? **Current with the exceptions outlined in CDIV**
29. Community Involvement – 1 activity – Current or past involvement? Duration? **Current**
30. Physical fitness – Meet or exceed the current entry-level physical fitness requirements each year – Testing concerns. **Testing concerns will be addressed at that time.**

FUNDING

31. The recommended CO I Career Development Program will help to improve CO I job satisfaction, retention and recruitment, provided funding is available to implement the specified additional pay. **Agree**
32. Salary increases under the merit system is based on steps. Thus, if a 5% increase was given – DOC would have to find that salary on the range – when the salary is not found, DOC go to the next highest salary typically, which would mean the person would receive an increase above the 5%. **To be at time of implementation.**
33. On page 4 under Program Benefits, I would recommend that the salary be by steps in order to stay within the state's pay grid. A two step increase would not necessarily be five per cent across the board but would be a consistent with how we do most promotions or salary advancements. **To be determined**

34. We could encounter individuals that are sergeants that would give up their position to go this route because they would receive additional funds without the supervision requirement. **True**
35. If an existing CO I qualifies and applies for CDIII and it was awarded would they get 5% or 15%? This should be clearly stated. **15%**
36. Proposal indicates 5% increase per Career Development Level. Changing increases to be compounded would be necessary for incumbent corrections officers. See the demonstration below. An incumbent officer with 15+ years of seniority and meets the criteria for a CD-IV would receive a 20% in salary. An officer with 15+ years of seniority who chose to apply through each level could conceivably receive over 1 ½ percent more. **This is the way it is wanted**

Examples

(Per \$100.00) Without compounding increases:

CD-IV \$100.00 @ 20% =\$120.00

(Per \$100.00) By compounding percentage increases:

CD-I \$100.00 @ 5% = \$105.00

CD-II \$105.00 @ 5% = \$110.25

CD-III \$110.25 @ 5% = \$115.76

CD-IV \$115.76 @ 5% = \$121.55

This equates to an officer whose salary is \$2,000.00 per month, yet would earn \$31.00 less than the Corrections Officer who applied through each step. (\$372.00 per year)

GOOD STANDING

37. Good standing is defined on page 9. An employee may fall out of good standing for two or more disciplinary actions. It may be helpful to stipulate a timeframe, e.g. two or more discipline actions within a 12-month period. Also, the language under point three, "Preventable accidents" suggests that only discipline that involves suspension denotes improper conduct and that discipline that involves a written reprimand will not be counted as "improper". If the conduct was not improper, no form of discipline should occur. **Changes made**
38. On page 9, under Good Standing, you agreed that #2 should not be listed as one of the reasons one would fall out of good standing and I find #3 confusing. **Changes made**

I suggest the following language:

"You will fall out of good standing if you have two or more incidents resulting in a disciplinary action from Central Office (i.e., letter of reprimand or suspension) within a five year period of time." **Considered**

39. It takes two disciplinary actions to impact your standing. **Yes**
40. Define “Good Standing” **Sufficient**
41. #3 should be stricken. We don’t discipline unless appropriate and their behavior or actions were improper. **Removed**
42. Taking away pay and standing once given is not a good idea. Surely employees should have an appeal process for such an action. Secondly, the fact an employee may lose standing should never influence disciplinary action but this would. A one day suspension that would have cost the employee a hundred dollars would not cost them thousands. Not a good idea. **Handled under the appeals process**
43. One board or one at each work site. One board would essentially mean these are full time duties. There is no mention of when these CDRB’s will meet and how this would effect work schedules. **Understood - TBD**
44. How do you get a board to start if no-one is certified? **TBD**
45. Vote on what? Applicants either demonstrate qualifications or not and are either approved or not. **Language removed**
46. We have at least three thousand officers the that will qualify and apply for CDI immediately after getting three college course hours or twenty hours of in-service training. Many already qualify. The work load and time that will have to be dedicated by the CDRB is unimaginable. Not to mention the directors time, personnel and others. There also needs to be administrative review of the recommendations from the CDRB to ensure qualifications. How do we ensure credibility of the board? **By following guidelines**
47. This will require anticipated additional revenues to be paid and a significant personnel services appropriation. **Yes**
48. Modifications by whom? **By the Board**
49. Page 10, B. – I would recommend a Chief of Custody chair the CDRB. I do not agree with only COIs serving on the Board. I believe it would be preferable to include COII and COIIs. **Do not agree**

Appeal Process

50. What level of supervision will have the authority to make determination conflicting with a decision? **Director**

Career Level Approval

51. What conditions? **Don’t understand**
52. Application needs to be much more comprehensive. **Agree**

OVERALL COMMENT

53. It looks like everyone will easily qualify for career development progression when basic service time and educational requirements are met. **OK**
54. I too see problems if we convert our COs to PPAs and there is not a similar program for development and advancement for the PPAs. Otherwise, this appears to be a great incentive for staff in such a key line position. **Correct**
55. My initial reaction is that this will play well with some of the CO's assigned to the CRC's, however, if we are successful in converting the CO series to PPA then we have problem with disparity. I would like to think we could apply the same development incentives to our PPAs but there will be problems with the limits set by the language in the legislation. I do not think we will be able to apply the same thing to our staff if we convert. But, on the other hand our aim is to develop case managers and POs from the PPA group so our career path is patently different. **True**
56. Since there are monetary increases involved in this plan, has approval been obtained from the PAB or O.A.? Also, has any consideration been given to the impact on other job classes? Correctional Officers is not the only job class that has a low pay structure when compared to other states. I endorse compensating staff for their work, but are we prepared to take similar actions with other job classes? What will the long-term impact be on the budget? Should this require legislative support due to the impact on budget? Based on our past experience with salary increases for Parole Officers, the reaction of legislators was not always favorable. **True**
57. If we are unable to proceed with converting Correctional Officers to PPAs at the CRCs prior to implementation of this draft proposal, we potentially are disadvantaging staff by taking away the opportunity to advance through the four stages with corresponding 5 percent pay increases. I would ask we move quickly to convert the job class of correctional officers before we are faced with that particular dilemma. Throughout the discussion on job class transfers at the CRCs, we have continuously assured staff they would not be disadvantaged financially. **True it could happen**

The Commission adjusted the content of the Career Development Program to reflect the agreed upon changes from the comments above.

Micki Knowles will draft a letter the Director to be attached to the revised Career Development Program. The Director will then reevaluate this program.

The meeting adjourned at 3:00 p.m.

COMMISSION MEMBERS NOT ATTENDING:
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Greg White

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Peggy Huddleston	01-18-06
Draft letter to Director	Micki Knowles	ASAP
NEXT MEETING: Date: TBD Time: Location:		